



NAIP Member Service Description

Title: NAIP Member - Translation, Citizenship, and ESOL

Duration: 11 months

Schedule: Flexible, 40 hours per week

Compensation: In addition to the standard NAIP stipend, QARI offers a generous housing stipend

Reports to: Director of Outreach

Overview:

Quincy Asian Resources, Inc. (QARI) seeks a talented and motivated AmeriCorps volunteer for its New American Integration Program (NAIP) position. The NAIP member will help new immigrants to access essential community resources such as healthcare and housing in their native language, gain experience teaching English to speakers of other languages (ESOL), and help to plan and teach QARI's community Citizenship classes.

Time Allocation:

50% Community access and translation
25% ESOL teaching and planning
25% Citizenship teaching and planning

Responsibilities:

Community Access and Translation (20 hrs per week)

- Provide the local immigrant population with multilingual assistance accessing such services as ESOL classes, housing assistance, SNAP benefits, childcare, higher education, and healthcare;
- Occasionally provide off-site translation services in the community;
- Maintain and update QARI's network of partner organizations in the community, making regular referrals for clients;

ESOL

- Teach one ESOL course per semester (6-8 hours per week)
- Plan and prepare all lessons according to curriculum (3-4 hours per week)
- Maintain accurate records of attendance, persistence, lesson and unit plans
- Assist with student intake process

Citizenship

- Develop 15-week curriculum (with ongoing support from adult ed director);
- Teach one Citizenship course per semester (3-4 hours per week);
- Plan and prepare all lessons according to curriculum (1.5-2 hours per week);
- Maintain accurate records of attendance, persistence, lesson and unit plans;
- Assist with student outreach and intake processes.

Qualifications:

- Strong English skills (spoken and written); teaching experience a plus
- Goal-orientation, strong interpersonal skills, attention to detail.
- Basic computer skills (familiarity with Salesforce a plus).
- Mandarin, Cantonese, Toishanese, or Vietnamese abilities a plus (monolingual candidates will be considered as well).

To Apply: Please email a resume and brief cover letter to rob@quincyasianresources.org.